

2014 Budget – IS Supplemental Information

This supplement to the 2014 Budget instructions is to assist in budget preparation and technology planning for 2014. If you have questions concerning the allocation process, please contact your department's budget analyst or IS Fiscal Resources Analyst, Claire Kline at 388-7043.

Allocation Overview

Information Services (IS) provides services that we cluster into 30 distinct groups. To allocate costs in a fair, equitable manner, most of the services are allocated using the following process:

1. Costs associated with each service are determined and assigned. Costs include vendor support costs; infrastructure replacement costs; personnel costs; other inter-fund costs and operations and maintenance costs.
2. Metrics associated with each service are collected. Metrics include items such as FTEs, licensed users, and telephone ports, etc. A service may be associated with more than one metric.
3. Costs are then allocated to departments in proportion to their metric counts as a percentage of all county users.

The following are departmentally budgeted, rather than being allocated via rates:

- Printing and copy services
- Mail services
- BlackBerries, Aircards, Tablets, Iphones and Android monthly service and wireless ~~device~~ device purchases
- Special projects and advanced technical training.

For these items, please review your department's current monthly bills to forecast your 2014 budget requirements, taking into consideration any planned changes during 2013.

Changes to the 2014 Allocation

- ☐ Fund balance of approx. \$50,000 from 505 Fund is used to subsidize the costs of technology services, reducing the amount allocated.
- ☐ Departmental changes to inventories and metrics affect allocations. [IS 2014 Allocated Rates](#) is the link directing you to detail department summaries.

Additional Items to Consider

- ☐ Technology Replacement Program (TRP) for PCs and laptops has been partially funded in the allocation (17%) for replacement of only the oldest machines. Additional inventory requested beyond TRP must be paid for by the requesting department.
- ☐ When items are in excess of any metric counts, additional charges will be incurred to the requesting department via an Advice of Charge. If you anticipate requesting these items, include them in your budget with inter-fund account codes (DACs) **other than** IS Overhead.
- ☐ Special projects that involve capital and staff investment must be requested by individual departments. Priority Packages should be reviewed with IIS management prior to submittal through the budget process.
- ☐ Include budget requests for any additional operating costs that result from the investment in new technology.

Priority Package Review

IS is available to review all technology Priority Packages in accordance with SCC 2.350. Please plan to allow our department at least two weeks to review and respond to any priority package that includes a significant technology component. We are eager to assist with technology planning.